

# OFFICIAL SHIPPING MANUAL (SM) & HANDLING TARIFF (HT)




*Global Movement, Simplified*

***BIG Logistics India Pvt. Ltd***

**Show Name: *INDEE Bangladesh 2020***


**Show Date: *22 – 24 January, 2020***

**Venue: *Hall 1, ICCB, Dhaka***

 +91-8800198171/172/041

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 Delhi (HO)/ Mumbai / Chennai / Bengaluru

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**1. CONTACT DETAILS OF M/S BIG LOGISTICS ALL INDIA OFFICES:**

Delhi	Mr. Raj Kapoor	+91 8800198172
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Bengaluru	Mr. Shashidhar	+91 7676226063
Chennai	Mr. Shashidhar	+91 7676226063

**2. INFORMATION ABOUT EXHIBITION**

**Introduction:**

This Shipping Manual will assist you in your preparation for the correct and timely dispatch of your exhibits to Bangladesh. We advise you to read this manual carefully in conjunction with the Exhibitors Kits issued by the organizers.

We are here to extend all of our assistance to provide you a complete logistics package for your exhibits “door-to-door” from your region to your exhibition stand in Bangladesh. We would request you to comply to this Manual so that your exhibits can be correctly dispatched and consigned to us. Failure to comply to the deadlines and instructions will cause unnecessary delay in clearance, and, may lead to incurrence of additional expenses.

**2a. CONSIGNMENT INSTRUCTIONS**

All freight should be shipped on “FREIGHT PREPAID” and consigned as follows:

**Consignee:**

INDEE BANGLADESH 2020  
For: Exhibitors Name .....

**Notify:**

M/s Big Logistics India Pvt. Ltd.  
Dhaka  
Bangladesh

### **3. GENERAL INFORMATION**

**Temporary import for exhibition** in Bangladesh is only allowed on prior permission from the Ministry of Commerce and National Board of Revenue (NBR)

**Import cum Export permit** is to be obtained from CCI&E (Chief Controller of Import & Export) office before the shipment arrives in Bangladesh. We need Bill of Lading or Airway Bill or Truck waybill, complete invoice and packing list with itemized value and catalogue to obtain such permit.

**Give-away i.e. all consumable, literature, brochures, Catalogue are subject to payment of customs CDVAT but as per MOC/NBR indications all items should be on returnable basis.**

### **4. CASE MARKINGS**

All packages shall be marked as follows:

Exhibitor Name:

Stand No:

Case No:

Dimensions:

Net weight/Gross Weight:

**"FRAGILE"**-Labels on all sides and **"THIS SIDE UP"**-Labels on 2 sides. Of course, other specific marks such as **dangerous goods** have to be on the cases as well. Dangerous Goods need to be packed in appropriate packing and separately from the rest of the shipment.

### **5. DOCUMENTS REQUIRED FOR CUSTOMS CLEARANCE:**

- 1) Invoice / packing list
- 2) Importer Export Code (self-attested copy)
- 3) Product Catalogue
- 4) Product write-up

## **6. DELIVERY ADDRESS**

Please forward the shipment at below mentioned address:

BIG LOGISTICS INDIA PVT.LTD.  
GALA NUMBER D-2/3  
UDHAV COMPOUND  
DAPODA VILLAGE, BHIWANDI  
MAHARASHTRA  
PIN CODE - 421302  
CTC. MR. KIRAN WARKHEDE – 7710014196 AND MR. PRASHANT KADAM - 7710014197.

## **7. PACKAGING**

Exhibitors are advised to provide strong packing cases for the transportation of the exhibits, which can withstand unpacking and repacking operations. For main exhibits, we recommend bolted returnable type of cases to be used. This is to avoid unnecessary repair and reconstruction of cases in the event of damages due to handling whilst in transit.

## **8. STORAGE OF EMPTY CASES**

Empty cases will be stored within the exhibition site if space will be available. Your cases will be marked and stored systematically under shelter during the exhibition period in order to facilitate quick and early retrieval for the re-packing at the end of the show.

## **9. DOCUMENT DEADLINES**

We must receive the following documents **not later** than the deadlines indicated below:

AIRFREIGHT:

Deadline date for Documents - 01<sup>st</sup> January 2020.

## **10. CONSIGNMENT DEADLINES**

AIRFREIGHT:

Deadline date for Consignment - 02<sup>nd</sup> January 2020.

## **11. INSURANCE**

The cost of Insurance cover is not included in our charges. It is the responsibility of each exhibitor to arrange the same. Marine Insurance covering transportation to the exhibition site, during the exhibition, and the return of the exhibits to domicile, including the period the exhibitions are handled by us. Also, please ensure that Transport Insurance is arranged for exhibits sold locally.

## **12. BANK GUARANTEE**

The exhibitors will not need to pay the customs duty and taxes against exhibits during Customs clearance. However, an unconditional Bank guarantee equivalent to the customs duty and taxes or in some cases one hundred fifty percent to the Customs duty and taxes will need to be executed.

Bank Guarantee is a surety to be provided by Exhibitors against settlement of all duties and taxes, which may become payable if all items imported, are not accounted for. The guarantee should be unconditional and continuous without any time limit and has to be issued from local Bank.

## **13. CUSTOMS REGULATIONS**

The Bangladesh Authorities allow exhibits to be imported under temporary import basis and exhibits must be re-exported within one month from the close of the show.

We do not recommend that the exhibitor ship foodstuff or beverages to the exhibition and would suggest the exhibitor buy them in Bangladesh. If it is essential, please ensure they are packed and documented separately from the exhibits to avoid delay in the customs clearance. It should also be sent on a separate Bill of Lading.

Please be guided that imported food stuff and beverages attract very high duty rates (between 90% to 200%). No exemption will be granted.

Temporary import of some specific products such as telecommunication, medical equipment, chemical pharmaceutical, food stuff and beverage, plants is subject to special import license granted by relevant Ministries and charges for said import license.

## **14. TEMPORAY IMPORTATION**

Cargo that is imported into Vietnam under “Temporary Importation” is solely meant for the exhibition purpose and must be re-exported within 30 days from the closing of the exhibition. There is no extension permit granted by Customs.

## **15. DUTY STRUCTURE FOR BROCHURES/CATALOGUES, GIVE AWAYS AND SOUVENIERS**

S. No.	Component	Applicable rate (in%)
1	Duty	3-25
2	Regulatory Duty	5
3	Supplementary Duty	20-500
4	VAT (Value added tax)	15
5	AIT (Advance income tax)	5
6	ATV (Advance Trade Vat)	3

## **16. PREPARATION OF DOCUMENTATION**

### **Please refer to the following:**

- a - Details of the shipment should be mentioned in the OBL or AWB, invoice and packing list (such as Value, Quantity, number of pkgs. /cases, weight, volume)
- b - C & F value must be mentioned in the invoice.
- c - Catalogue of the machinery must be enclosed for the customs clearance purpose.

## **17. DOCUMENTS REQUIRED**

### **a) For Inbound shipment:**

- 1- Letter of authorization from the Organizer.
- 2- Original Bill of Lading / MAWB/ Consignment note
- 3- Original Packing List
- 4- Original Invoice stating C & F value
- 5- Import cum Export permit.
- 6- Permission from the concerned department of Bangladesh Government.
- 7- Catalogue of the machinery.
- 8- Certificate of Origin

### **b) For Outbound / re export:**

- 1- Import cum Export permit.
- 2- No Objection certificate from Bangladesh Bank.
- 3- Export Invoice and Packing List
- 4- Letter to the customs authority to allow Export.
- 5- Import Invoice.
- 6- Import Bill of Entry.
- 7- Treasury Challan (way bill) against payment of customs duty/taxes.

## **18. CUSTOMS EXAMINATION**

The Bangladeshi Customs is strict and thorough in their examination of goods. All packages can be expected to be opened and contents checked against the Combined Commercial Invoice & Packing List.

**FINES & PENALTIES** will be imposed on the exhibitor in cases of '**UNDERVALUATION**', '**NON-DECLARATION**' and '**ERRONEOUS DECLARATION**'. In such cases, **BIG Logistics** shall not be responsible for any delay in clearance. Customs fines and extra expenses incurred shall have to be borne by the exhibitors. Exhibitors are therefore strongly reminded to declare **the true market value** of their goods and be extremely careful in their preparation of documents.

## **19. Sale of Exhibits**

**\*NOT PERMITTED**

## **20. Re-Export**

Re-export formality will require about 3 weeks prior to the shipment to be re-exported out of Bangladesh. In the event the exhibitors need the goods to be re-exported urgently, please notify our representatives in advance.

## **21. Very Important Notes**

- Use of BIG Logistics services – be it partly or in full – and any requirement for additional services at any time before, during or after the exhibition expressed orally and /or in writing and/or by conduct, implies acknowledgement and acceptance of the foregoing.
- All shipments will be clubbed and sent to Bangladesh under one invoice showing EEPC as shipper & consignee, hence please prepare all invoices in the name of EEPC. Further, kindly note all that excisable goods will be taken out from your factory on payment of excise duty because all shipments will be clubbed and forwarded in name of EEPC India hence you will not get ARE1 certified from Customs.
- All exhibits sent under temporary exports will be returned back as per declaration given in invoice sent to us, hence make sure that identification mark embossed on exhibits are declared in invoice because same will be examined at the time of re-import for identifying cargo as per export declaration for fulfilling condition given in duty exemption notification.



- **Kindly provide strong packing cases for the transportation of the exhibits, which can withstand unpacking and repacking operations. For main exhibits, we recommend bolted returnable type of cases to be used. This is to avoid unnecessary repair and reconstruction of cases in the event of damages due to handling whilst in transit.**
- All the exhibitors must confirm that the shipment is secured in proper condition for transportation on passenger & cargo freighter/cargo plane or passenger plane, and the consignment does not contain any explosive, Gas & Oil or hazardous substances, hidden or otherwise.

Shipment containing eatables, Arms, explosive, Gas, Oil or Hazardous substances is not acceptable.

- **Air Tariff: EEPC India is offering all the exhibitors 100 kg free (Air Freight - one way only) for displaying Samples / Products at the show Indee Bangladesh 2020. Any additional charges such as Custom Duties, VAT, GST & Taxes etc. will have to be borne by the individual Exhibitor.**

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